

Regine Espada

✉ shounendeith@gmail.com

🏠 <https://shounendeith.wixsite.com/chronelle>

About Me

"Flexible jack-of-all-trades with a wide array of skills. Very self-motivated and assertive with high levels of energy. Wanting to establish a career under a corporate and technical environment and acquire skills through experience with the support and guidance of the company."

Work Experience

WAISTTED / JUSTSELECTED

General Administrative Assistant
November 2017 - March 2019

- Social Media Management
- Product Research / Copywriting
- Delegating tasks to other staff members
- Basic Graphic / Video Editing
- Manufacturer/Client Outreach
- Shopify Store Management
- SEO / Facebook Ads
- Lead Generation

TELEPERFORMANCE

Customer Support Representative
(Contractual) Dec 2015 - Apr 2016

- Assisting customers regarding loans
- Updating accounts / Documents
- Process payments

THE ONLINE YOGA STUDIO

Administrative Assistant
(Part Time) June 2016 - September 2017

- Social Media Management
- Transcription / Data Research
- Squarespace

Education

BETI - BAGUIO TECHNICAL COLLEGE

Bachelor of Science in Information Technology
Baguio City, Philippines

Skills

Communication Skills



Computer Hardware Skills



Computer Skills



Social Media Management



Transcription & Data Entry



GDrive + GSuite



Lead Generation



Strengths

Adaptability/Flexibility

Ability to Work Under Pressure

Skill Acquisition